

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 4 OF 2026

**VACANCIES FOR THE POST OF HUMAN RESOURCE OFFICER/
SENIOR HUMAN RESOURCE OFFICER
LOCAL GOVERNMENT SERVICE**

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from qualified serving officers in the grade of Office Management Assistant who wish to be considered for appointment as Human Resource Officer/Senior Human Resource Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 31,365 a month.

II. QUALIFICATIONS

- (i) By selection from among officers of the Local Government Service holding a substantive appointment in the grade of Office Management Assistant possessing a Diploma in Human Resource Management (HRM) from the University of Mauritius or the University of Technology, Mauritius or an equivalent qualification acceptable to the Local Government Service Commission.
- (ii) Candidates should also:
 - (a) be computer literate;
 - (b) have knowledge of human resource management techniques and practices;
 - (c) have good communication, analytical skills and leadership qualities; and
 - (d) have skills in examining Human Resource matters and ability to produce a balanced view of the arguments/issues involved.

Note:

Candidates will be required to take part in a written competitive examination designed to assess their potential and aptitude for work relating to human resource matters and their ability for problem solving.

NOTE:

1. *The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.*
2. *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.*
3. *Candidates are informed that they may be outposted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

III DUTIES:

1. To assist the Human Resource Management Officer in Human Resource matters.
2. To provide advice and assistance in accordance with standing rules and regulations on Human Resource policies and other related matters.
3. To ensure the Human Resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
4. To supervise and provide proper guidance and training to junior staff.
5. To monitor attendance and leave of staff and to keep up-to-date personnel records of all employees including absenteeism, sickness, late arrivals and early departures, etc.
6. To be responsible for the computation of pensions, gratuities and severance allowance of all employees/part-time workers proceeding on retirement.
7. To assist in and sustain the implementation of the Performance Management System.
8. To draft Schemes of Service to meet new organizational needs.
9. To ensure the promotion of good industrial relations and the taking of prompt action to settle grievances and conflicts through negotiations.
10. To implement training strategies and devise proper follow-up actions.
11. To attend to Courts/Tribunal and other related institutions in respect of cases relating to Human Resource matters.

12. To promote staff welfare and a healthy and safe-working environment.
13. To assist in: -
 - (i) the determination of human resource needs of the Councils in terms of number, grading and level of responsibility; and
 - (ii) the keeping of staffing requirements under constant review through job inspection, deployment and placement of staff.
14. To act as Secretary or Member of Committees/Boards concerning Human Resource matters.
15. To attend meetings with other departments and ministries and to effect site visits as and when required.
16. To use ICT in the performance of his duties.
17. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Note 1:

Human Resource Officers/Senior Human Resource Officers who do not have an exposure of the Public Sector will, subject to the exigencies of the service be given attachment to Government Ministries/Department up to a minimum of three months to enable them to get the required experience for proper performance.

Note 2:

In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

IV. MODE OF APPLICATION:

- (i) Candidates should submit their applications on **LGSC Form 7a**, which may be obtained from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

Note: Details of this advertisement, as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address:
<http://lgsc.govmu.org>
- (ii) Candidates should submit their applications **in duplicate**, the original should be sent directly to the Secretary of the Local Government Service Commission, and

the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

- (iii) Candidates are requested to indicate, on their Application Form, **under which Competition** (OPEN or LIMITED) they are applying for the post.

- (iv) Candidates are advised to read carefully the '**NOTES AND INSTRUCTIONS TO CANDIDATES**' before filling in the application form.

- (v) The envelope should be clearly marked on the top left-hand corner: -

**"Post of Human Resource Officer/Senior Human Resource Officer
Local Government Service"**

V. CLOSING DATE:

Qualified candidates should submit their applications to the **Secretary, Local Government Service Commission, Louis Pasteur Street, Forest Side** so as to reach him **not later than 15 00 hours on Monday 26 January 2026.**

IMPORTANT

- (i) *Qualifications/equivalence of qualifications and recognition of institution (if applicable) obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (ii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) *Applications not made on the prescribed form will not be considered.*
- (iv) *Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary of the Commission in time lies solely on applicants.*
- (v) *The Commission reserves the right:*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview.*

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 13 January 2026